

Civilian Personnel

Advisory Center Newsletter

Volume 2 • April 2003

The Civilian Personnel Advisory Center Newsletter is published by the HECSA Civilian Personnel Advisory Center (CPAC) for its serviced employees.

Status of the Retroactive Pay Increase



The President has signed an Executive order to implement retroactive locality pay increases costing approximately 1 percent of payroll. This pay adjustment is effective as of the first day of the first applicable pay period beginning on or after January 1, 2003. The additional pay increase attributable to the new locality pay rates ranges from about 0.9 percent (in the Rest of U.S. locality pay area and a few other areas) to about 1.7 percent (in the San Francisco area)

for most covered employees, including the non-General Schedule (GS) employees to whom the 2003 GS locality payments already have been extended.

OPM has posted the new 2003 salary tables on the Office of Personnel Management's (OPM's) Web site at <http://www.opm.gov/oca/payrates/index.asp>. The new rates of pay reflect a 4.1 percent overall average pay adjustment, as required by the Consolidated Appropriations Resolution, 2003 (Public Law 108-7, February 20, 2003).

According to the Defense Finance and Accounting Service, it is expected that pay adjustments for Federal Wage System employees should be reflected in the 1 May 03 pay and on 15 May 03 for General Schedule employees. Employees should wait at least one pay period after those dates before reporting non-receipt of this adjustment. The dates above are projected based on the completion of personnel and payroll systems upgrades.

Additional information regarding the pay adjustment announcements can be viewed at HECSA CPAC website, <http://www.hecsa.usace.army.mil/hr/cpac.htm>.

INSIDE THIS EDITION

2 ...

FedFlex

TSP Open Season

Personal Benefits on ABC Web

3 ...

From ACCES to Resumix

Army Personnel Database Upgrade

4 ...

NEWS Flash

Word Puzzle

Federal Employees Eligible to Participate in the Federal Flexible Benefits Plan

The Federal Flexible Benefits Plan (FedFlex) enables eligible employees to pay for certain benefits



with pre-tax dollars. The initial FedFlex benefit was the Health Benefits Premium Conversion (HB-PC) that was implemented in October 2000. During calendar year 2003, OPM hopes to expand FedFlex by offering a new type of benefit called Flexible Spending Accounts

(FSAs). These benefits are available to current employees only — by law they do not apply to annuitants.

➤ **Flexible Spending Accounts.**

Employees will be able to set up a health care FSA to use for out-of-pocket costs including co-payments and deductibles and for health care expenses not covered by insurance, such as dental services and eye-care. Employees will also be able to set up an account for dependent-care expenses for children and aging parents. OPM expects the first open season to begin in May, and the FSA program to start in July 2003. After that, the FSA sign-up season will be aligned with the FEHB program open season. For more information, please go to the Office of Personnel Management (OPM) website at <http://www.opm.gov/insure/pretax/fsa/index.asp>.

Thrift Savings Plan (TSP) Open Season

The next Thrift Savings Plan Open Season runs from **April 15 to June 30, 2003.**

Army civilian employees must use the Army Benefits Center (ABC) to make TSP elections. The ABC may be accessed either via the Employee Benefits Information System (EBIS) on the web at <https://www.abc.army.mil/> or via the Interactive Voice Response System (IVRS) by calling 1-877-276-9287. Employees may establish or change their Personnel Identification Number (PIN) on either system. The Point of Entry password used to access EBIS may also be established or changed by individual employees.

Please note that the Civilian Personnel Advisory Center **cannot** accept the Thrift Savings Plan Election Form, TSP Form 1.

Information on Personal Benefits on ABC Webpage



Employees who have created a Point of Entry (POE) password and Personal Identification Number (PIN) with the Army Benefits Center (ABC) may view information regarding their personal benefits

on the ABC webpage. Please go to the ABC webpage at <https://www.abc.army.mil> and follow these instruction:

1. Click on ***Benefit Change***.
2. Enter ***Social Security Number*** and ***POE password***.
3. Click on ***EBIS***.
4. Click on ***Retirement***, then click on ***Personal Retirement Information***, and click on ***Personal Statement of Benefits***. Enter

your Social Security Number and six digit Personal Identification Number, and you may view information such as optional and early retirement estimates, value of life insurance, and health insurance elections.

Transition from Army Civilian Career Evaluation System (ACCES) to Resumix

Effective January 13, Resumix replaced ACCES as the automated recruitment tool for career program positions. To apply for positions previously covered by Easy ACCES, applicants will need to use the Resumix procedures for the locations of interest. This change means that candidates must apply for individual jobs via individual vacancy announcements. For additional information on job application procedures, please go to <http://www.cpol.army.mil>.

Army Personnel Database Upgrade Coming



Since regionalization of the Army Civilian Personnel operation in 1996, Army civilian employee records have been maintained in ten separate, regional databases. Seven of these databases have been maintained by the five Continental United States (CONUS) Civilian Personnel Operations Centers (CPOCs) and the remaining are maintained by the three Outside the

Continental United States (OCONUS) CPOCs.

WHAT'S CHANGING? All CONUS CPOC databases are being centralized into the Army Civilian Data Center located at Rock Island Arsenal, Illinois. That means that the CPOCs will no longer maintain individual personnel databases. Rather, they will access the central database at Rock Island to process personnel actions. OCONUS CPOCs may centralize as early as July 2003.



WHY THE CHANGE? The Army is consolidating many automated personnel processes to better support our customers. By having the database in one location we can more quickly and efficiently update the automated systems that we use.

IMPACT ON EMPLOYEES: Very little impact — other than specific actions that may be held up during the transition period — are expected for employees. The automated personnel database will not be available for processing actions during this transition period. The target date for implementing this change has been delayed due to actions required for the retroactive pay increase. All Requests for Personnel Action (RPAs) located in the CPAC or CPOC when the transition period starts, will be automatically moved from Defense Civilian Personnel Data System (DCPDS) at their Region into a new centralized DCPDS at Rock Island. The CPOCs will then have access to check the system, test the changes, and begin processing actions. During the transition

period, CPOCs will be working on functions that do not require DCPDS such as classifying jobs, rating and ranking applications, processing referral lists and other actions.

WHAT SHOULD EMPLOYEES

DO? If you have an action that is to be effective during the transition period noted above, you should contact your supervisor, who in-turn will contact their CPAC. Arrangements should be made to either have these actions fully processed before the transition period starts or after it completes. If you have questions regarding this or any other actions that may be affected by this transition, contact your supervisor who will in-turn contact their servicing CPAC.

IN CASE OF EMERGENCIES:

Should an emergency occur during the transition period, plans are in place to process such actions expeditiously. Contact your servicing CPAC for details. Notifications of Personnel Action will be created and provided to payroll as needed and then actions will be processed in DCPDS once the system is operational.

IMPACT ON THE ABC-C: ABC-C operation will be normal to customers. Transactions will be created; however, they will be held in pending status until DCPDS is operational and all processes have been run successfully. During the transition period, customers and counselors can view their actions in the projected areas of the Interactive Voice Response System/Employee Benefit Information System (IVRS/EBIS) system. The currency of employee data in IVRS/EBIS for CONUS, processing RPAs, information flow to payroll and error resolution will be suspended during the transition window. The actions will be updated/resumed once the automated system conversion has been completed. The projected timeframe for this transition period is approximately two weeks.

Retirement packages will be processed normally. OCONUS Operations will remain normal for the ABC-C.



Watch for news on civilian deployment, retirement, automated tools and supervisory training in the next edition.

ARMY JOB-SEARCH WORD-SEARCH

A	P	P	L	Y	X
N	S	C	S	R	I
S	B	P	T	Z	M
W	O	O	A	S	U
E	J	L	T	Y	S
R	E	S	U	M	E
S	T	A	S	Q	R

Created by Shelia Dent

Can you find the seven words that will assist you in your job search in the Department of the Army?

1. Apply 2. ANSWER 3. Résumé 4. Jobs 5. CPOL 6. Status 7. RESUMIX